

## **MINUTES**

### **VIRGINIA SMALL BUSINESS FINANCING AUTHORITY BOARD OF DIRECTORS MEETING - LOAN BUSINESS**

**August 18, 2004 - 12:00 P.M.**

**8<sup>th</sup> & Main Building, 3<sup>rd</sup> Floor Conference Room  
Richmond, Virginia**

- I. Voting members present: Jim Cheng, Esther Corpus, Hattie Hamlin, the Honorable Jody Wagner, Jane-Scott Cantus, Rick Brown, Chuck Mills, and Leon Moore.  
Others present: Seth Ginther, Bob Young, Carlos Brown, Mike Eisenman, Scott Parsons, Elizabeth Moran, Patty Thorne, Anna Mackley Cobb, Julie Tidovsky-James, and Barbara Carter.

Acting Chairman Jim Cheng called the meeting to order and Scott Parsons introduced new board and staff members and other guests to everyone.

- II. Approval of Minutes - On a motion by Rick Brown, seconded by Leon Moore, the minutes of the July 21, 2004 Board of Directors - Loan Business Meeting were unanimously approved. (Chuck Mills was not present for the vote.)
- III. Economic Development Loan Fund Application
- A. Dominion Packaging, Inc. - City of Richmond - \$1,000,000. Anna Mackley Cobb presented this application to the Board. On a motion by Leon Moore, seconded by Hattie Hamlin, the Board of Directors unanimously approved \$1,000,000 5-year term loan through the Economic Development Loan Fund to purchase equipment and refurbish used equipment for use in manufacturing facility. (Chuck Mills was not present for the vote.)
- IV. Board Review and Ratification of Loans Approved and Declined by Staff - On a motion by Leon Moore, seconded by Rick Brown, the loan decisions of \$500,000 or less approved and declined by staff for July 2004 were unanimously ratified.
- V. Monthly Report to the Board on Loan Volume and Fiscal Year Status - Scott Parsons reviewed for the Board the monthly loan activity report for Fiscal Year 2004 noting the loan activity for the new Southside Tobacco Capital Access Program.

VI. Administrative Matters

- A. Review of Draft of VSBFA Bylaws - Scott Parsons briefly reviewed for the Board the bylaws noting changes and additions that were made. After a lengthy discussion of certain sections of the bylaws, it was decided to provide the credit policy guidelines to board members for review along with research from the Attorney General's Office to aide the Board in its decision to change the lending authority language in the bylaws.
- B. Proposed Change in Legislation to Change the Name of VSBFA to Virginia Business Development Financing Authority - Scott Parsons informed the Board of a proposed request to change the Authority's name by removing the word "small" from it. After a brief discussion, a motion was made by Leon Moore, seconded by Hattie Hamlin, to unanimously approve the name change to the Virginia Business Financing Authority.
- C. Election of Vice Chairman - Esther Corpus nominated Hattie Hamlin to serve as Vice Chairman of the VSBFA Board of Directors; the nomination was seconded by Rick Brown. Hattie Hamlin was unanimously elected to serve as Vice Chairman.
- D. Staff Changes - Chuck Mills, director of the Department of Business Assistance, announced that he would be leaving as head of the agency at the end of the month and expressed his appreciation to the Board for its service to the Commonwealth. He hoped the Board would assist in bringing to the forefront changes for businesses in Virginia through private equity funding as a new financing option and alternative funding for VSBFA. He also called on the Board to be a champion of the VSBFA for additional funding, more programs to help Virginia's businesses, and to be a champion of the VSBFA to the General Assembly and the Administration.

Scott Parsons then announced to the Board that a project manager has been hired to market VSBFA's programs and provide outreach to the Asian community. The new employee is scheduled to start in September.

- VII. On a motion by Rick Brown, seconded by Leon Moore, the meeting was adjourned.